

***State of Washington  
Department of Transportation  
Notice to Consultants  
NW Region, Sno-King Area  
General Engineering Consultant***

The Washington State Department of Transportation (WSDOT) solicits interest from consulting firms who would like to provide general engineering consultant (GEC) services working collaboratively with the WSDOT to deliver transportation improvements for the Northwest Region in King and Snohomish Counties (Sno-King Area). One (1) Negotiated Hourly Rates Agreement will be awarded. WSDOT anticipates the size of the GEC agreement to be in the range of \$20 to \$30 million, over a five year period. The agreement will be for the duration of the next five years with an option to renew for another five years on a year by year basis. An effective Northwest Region GEC will be crucial to successful, on-time, and on-budget project delivery. Selection of the GEC will be made from the written proposals. The state reserves the right to contact any or all of the firms who submit a proposal to ask questions and to seek clarification.

**DESCRIPTION OF SCOPE OF SERVICES**

The Sno-King Area General Engineering Consultant (GEC) agreement will provide management, staff, and resources to assist with the delivery of a six-year \$1.4 billion highway design and construction program. This GEC will support the Sno-King Area in the delivery of the program and will function as an umbrella GEC for the Sno-King Area. The GEC will report directly to the Assistant Regional Administrator for Snohomish and King Counties. It is anticipated that there will be some co-location of GEC management and staff at the Northwest Region headquarters in Shoreline, King County and at a number of the eight construction field offices.

The GEC will need to demonstrate the capacity and the capability to perform project management, design-build contracting, project level environmental planning, preliminary design, environmental documentation, construction inspection, quality assurance as well as provide qualified project support/specialty services personnel to supplement State forces.

The contract will include traditional consultant design services for two major projects.

**PROJECT VISION**

The mission of the Sno-King GEC is to provide professional and technical staff resources to assist the Sno-King Area in the delivery of their six-year, \$1.4 billion highway construction program. To do this, the GEC will provide staff that will work as members of Sno-King's five in-house design teams and design services for two separate projects.

*Goals:*

- 1) Support the Sno-King Area with the delivery of the design and construction inspection of over 175 projects totaling approximately \$1.4 billion over the next six years.
- 2) Assist with maintaining projects within established scopes, schedules and budgets.
- 3) Complete the design of the I5/196<sup>th</sup> St. SW (SR524) Interchange Southbound Braided Ramp Project for a February 2010 ad date.

- 4) Complete the design of the Southbound I5 to Westbound SR525 Off Ramp Project for a February 2010 ad date.
- 5) Deliver high quality projects within scope, schedule and budget.
- 6) No Surprises- Create an early warning system to allow problems to be addressed in a proactive manner.
- 7) High Accountability- WSDOT/Northwest Region can be trusted to deliver the Nickel, TPA and RTID programs.
- 8) Communicate openly and honestly with each other and continue to grow our culture of One DOT.
- 9) Utilize alternative contracting methods where appropriate.

*Near Term Objectives:*

- 1) Provide approximately 44 Core Staff who will work as co-located team members with Sno-King in-house design teams.
- 2) Provide project level scheduling assistance to six WSDOT project offices.
- 3) Begin the design on the two projects assigned to the GEC consultant.
- 4) Assist the Sno-King management team with the integration of the design and construction offices with anticipated changes to project reporting.
- 5) Provide assistance to Northwest Region support groups to level their peak workloads.

**NW REGION, SNO-KING AREA IMPLEMENTATION PLAN**

The sizeable increase in program size as well as higher expectations for accountability mandates that new strategies must be used to successfully deliver the highway construction program. WSDOT will use a Statewide Program Management Consultant (SPMC) to assist with the management of the capital program. This consultant will work for Headquarters and the regions in capturing project and program status. This firm will not perform design or construction services on individual projects. The program management consultant will:

1. Assist with monitoring schedules.
2. Co-locate with Northwest Region Program Management, and the Mt. Baker and Sno-King Areas.
3. Assist with evaluating and replacing program management tools.
4. Provide software and scheduling training.
5. Conduct internal audits.
6. Automate new reports.
7. Assist with the transition for ongoing projects.

The other new strategy for the Northwest Region is the use of General Engineering Consultant (GEC) contracts to leverage our existing staff. The GEC will perform management and engineering tasks as well as provide project level scheduling assistance. Deliverables could range from a Biological Assessment, right of way plan, design file, PS&E, design/build Request for Proposal, or Access Point Decision Report. Preliminary design is inclusive of all work necessary through completion of design-build RFQs. The GEC could also be assigned to manage a project, fill in additional staffing needs for planning, design, environmental, right of way, traffic, construction or any other discipline necessary for the successful delivery of the highway construction program.

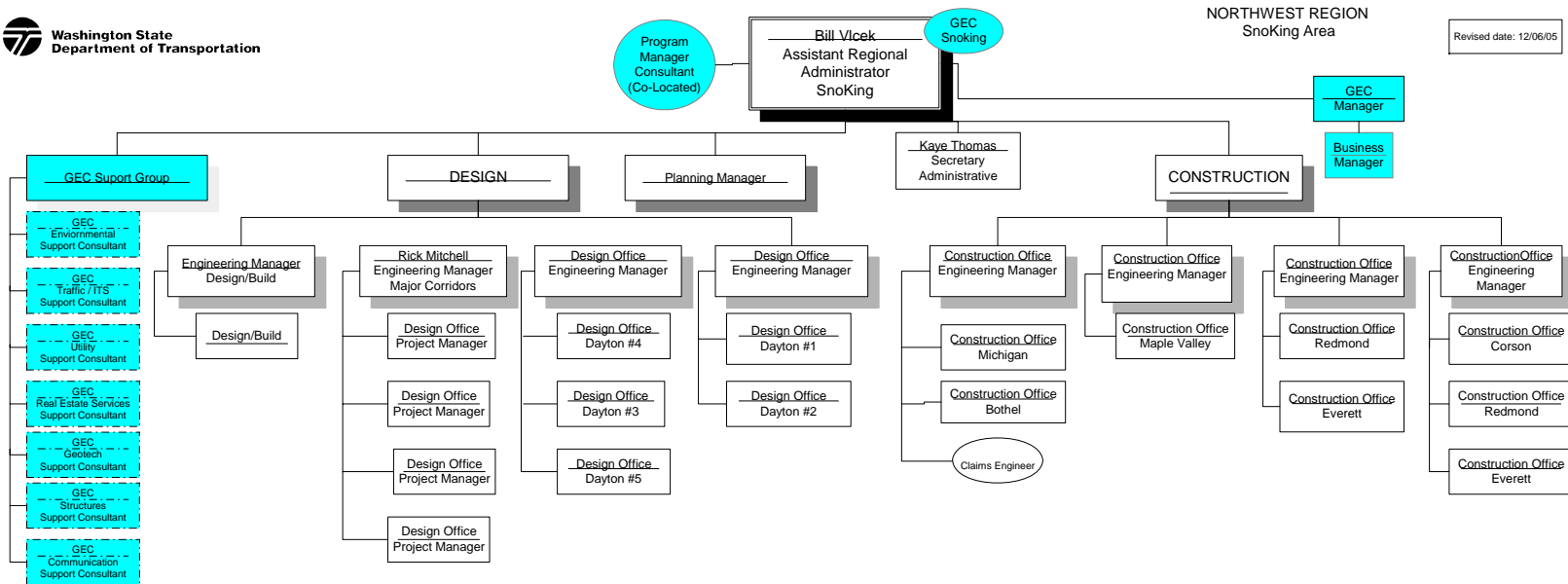
The Personal Services and Architect & Engineering On-Call Rosters may be used to supplement the skills and workforce of the integrated Sno-King Team. These agreements will be initially contracted through the State, but may subsequently be managed by the GEC.

#### **RULES GOVERNING FIREWALL ISSUES IF DESIGN/BUILD IS UTILIZED**

The following contracting principles, or "firewalls", have been developed to prevent conflict of interest or unfair project knowledge situations:

1. General Engineering Consultants (GEC) can participate in Segment Preliminary Design (PD) contracts, but not Design-Build (D-B) contracts;
2. GEC sub-consultants can participate in Segment PD contracts and On-Call contracts. GEC sub-consultants may participate in D-B contracts only if their work for the GEC does not provide them project knowledge that could translate to an unfair advantage to their D-B team. For example, cost estimate work or knowledge gained would be grounds for exclusion. Specific on-call tasks or design work in other segments could be acceptable. The burden of proof will be on the GEC sub-consultant to demonstrate that participating in D-B contracts will not create any conflict of interest or unfair project knowledge situations. Further, firewall principle #3 below will apply to the GEC sub-consultants;
3. Preliminary Design Consultants (prime or sub) will not be allowed to participate in a D-B contract for any segment they've done PD work on, but may participate in D-B for other corridor segments;
4. Parent and subsidiary companies participating in GEC Joint Ventures (JV) are precluded from D-B contracts on any segment; and
5. Parent and subsidiary companies participating in PD Joint Ventures are precluded from D-B contracts on any segment they've done PD work on.

# PROJECT STRUCTURE AND STAFFING



## **DESCRIPTION OF WORK FOR GEC SERVICES**

The Sno-King Area General Engineering Consultant (GEC) agreement will provide management, staff, and resources to assist with the delivery of a six-year \$1.4 billion highway design and construction program. This GEC will support the Sno-King Area in the delivery of the program and will function as an umbrella GEC for the Sno-King Area. The GEC will report directly to the Assistant Regional Administrator for Snohomish and King Counties.

The GEC may assist with coordination of many different groups, some of which include but are not limited to, other State agencies, municipalities, Federal agencies, tribes, citizen groups, etc. The GEC may assist in developing and acquiring memorandums of understanding and memorandums of agreements with utility, railroad, transit, local, and state agencies.

### ***Estimated number of GEC Core Staff required per year:***

#### 1<sup>st</sup> Year (2006) – 44 Core Staff

- 1 – Project Director (WMS-3 or 4)  
[Not required to work in a NW Region Office]
- 2 – Project Engineer (WMS 2 or 3)
- 6 – Senior Engineering Technician (TTE 4 or 5)
- 12 – Senior Engineer (TE 3)
- 17 – Engineers (TE 2)
- 6 – Engineering Technicians (TT 2 or 3)

#### 2<sup>nd</sup> Year (2007) – 44 Core Staff

#### 3<sup>rd</sup> year (2008) – 14 Core Staff

#### 4<sup>th</sup> year (2009) – 14 Core Staff

#### 5<sup>th</sup> year (2010) – 14 Core Staff

Design assistance may include schedulers, designers, CADD operators, and design team leaders. Construction assistance may include schedulers, inspectors, certified material testers and surveyors.

Responsibility matrices have been developed for the two design projects and are included with the description of work for those projects.

The activities below are key delivery areas the GEC is expected to provide. In the first year, an estimated 44 GEC Core Staff will be required to work in WSDOT NW Region offices to support the Sno-King Area. Over time, additional Core Staff may be required. Support for each of the key personnel will need to be defined and provided as the project progresses and as budget allows. The GEC staff will be required, at a minimum, to show experience, expertise, innovation, and "not business as usual" skills in project leadership and technical ability. To quickly respond to project needs, schedule requirements, and funding availability changes, the GEC must be able to provide staffing and resources in the following areas: These services are likely to be requested during the term of the GEC contract.

Qualified and committed personnel are key to the successful delivery of the NW Region, Sno-King Area Program. The State holds the philosophy that it is people who make the project successful; the organization can and will change. With this in mind, the State reserves the right

to approve all Core Staff and key personnel for work on this contract. The GEC shall provide Core Staff with the appropriate mix of management, technical expertise, and experience.

<b>Potential GEC Staff Services</b>
• Hydraulics Design and Analysis
• Preparation of Design/Build RFQ's
• Traffic Analysis and Design Services
• Intelligent Transportation Systems (ITS) development
• Field and Office Survey services including High Definition Surveys
• Design QA/QC services
• Project control and reporting services
• Utility relocation coordination
• Right of Way acquisition / relocation coordination
• Constructability review services
• Right of way plan preparation
• Environmental services
○ Environmental document preparation
○ Wetland, wildlife, fisheries biology studies
○ Environmental permit application preparation
• Construction administration services
○ Project inspection
○ Materials testing
○ Environmental compliance inspection

Given the current project funding and anticipated future funding, the availability of Core Staff should be flexible to meet the delivery needs of the program. It is anticipated that most of the Core Staff, including the Project Director, will initially work on the project full-time. Some positions may become part-time as the project delivery needs and funding dictate. As supported by project funding, additional Core GEC Staff may be required. The Project Manager is expected to be 100% available to the project at contract execution. The Core Staff are expected to stay with the project until either WSDOT and GEC mutually agree on replacement personnel, the individual leaves the employment of the GEC, or the position is no longer needed.

#### ***NW Region, Sno-King Area Delivery Principles***

- Strong owner role;
- Need to be flexible;
- Assign responsibility where it is most effective;
- Promote effective decision making;
- Maintain expertise of WSDOT staff;
- Leverage private industry;
- Use the GEC to supplement WSDOT design team to create a blended team;
- Use consultants to level peak workloads;
- Use consultants to supplement construction staff; and
- Use design/build contracting where warranted.

### ***Delivery Strategies***

A critical function of the GEC will be to assist the NW Region, Sno-King Area management team develop delivery strategies to implement the highway construction program. These strategies will evolve into plans that will be implemented collaboratively by the State and GEC. Developing strategies for the following areas are critical to the success of this effort:

- Management approach;
- Organizational structure;
- Project control;
- Project implementation;
- Environmental permitting;
- Utility relocation and coordination;
- Right of way acquisition;
- Design-Bid-Build Quality Assurance/Quality Control;
- Design-Build Quality Assurance/Quality Control;
- Design-Build Request for Qualifications & Proposal preparation; and
- Integration of Construction Offices into the design quality control process.

### ***Desired Expertise of GEC Team***

- Transportation design-build projects;
- Developing and writing transportation design-bid-build PS&Es and transportation design-build RFQs;
- Managing, administering, and providing oversight for design and construction contracts as an owner representative [includes contracts developed by either GEC or others; contract execution by WSDOT as owner];
- Communicating, involving, and coordinating with many different groups;
- Developing, forming, and administering strategies for design-build, design-bid-build, and other contracting approaches;
- Organizational development (project management, planning, budget management, organization development, mobilizing the project team, locating the office space, coordinating equipment and services, human resources, identifying procurement methods and procedures, etc.);
- QA/QC and other project controls (scheduling, cost estimating, document control, general accounting, cost accounting, budgeting, etc.);
- Understanding and application of NEPA/SEPA requirements and applicable permits;
- Public works standards, methods, and procedures;
- Initiating interagency agreements [execution by WSDOT as owner];
- Knowledge of the WSDOT real estate acquisition processes;
- Understanding of sensitive local and regional issues;
- Understanding of gaining environmental approvals to proceed in an arena where the endangered species act is in effect; and
- WSDOT standards, methods, and procedures.

### ***Work Priorities***

At present, the State does not have funding authorization to perform all five years of the GEC work for the NW Region, Sno-King Area. Therefore, individual tasks will be authorized using the following priorities:

- Provide professional and technical personnel to complete the staffing of five in-house design offices;
- Provide professional and technical personnel to complete the staffing of one consultant design office;
- Review management and organizational strategies to deliver the Sno-King Area projects;
- Integrate with the project control strategies developed by the Statewide Program Management Consultant;
- Develop project implementation strategy (project management plans, scheduling, phasing strategies, cost estimating);
- Develop environmental permitting strategy (NEPA/SEPA project documentation, early action mitigation, HB 6188);
- Evaluate the use of design-build to deliver one or more major projects;
- Develop a QA/QC strategy; and
- Coordinate with other projects.

### **DESCRIPTION OF WORK: GEC DESIGN PROJECTS**

In addition to the general work described above, two projects will be assigned to the GEC for design services. The two design projects to be included in the GEC Scope of Services are:

#### ***Design of the I-5/SR 525 Interchange New Ramp***

This project will make improvements to the SR 525 interchange by providing a direct connection from southbound I-5 to westbound SR 525. This project will also provide illumination, signing, drainage improvements, and other structures including retaining walls and possible noise walls.

Presently, southbound I-5 does not have a direct connection to westbound SR 525. After the project is completed, the new ramp will provide a direct connection from southbound I-5 to westbound SR 525. This will relief congestion and improve safety at the I-5/164th St. SE and I-5/196th St SE interchanges.

The following table outlines an initial breakdown of the design services the GEC will provide for this project. Additional services may be added at the discretion of the WSDOT.

<b>Function</b>	<b>WSDOT</b>	<b>Consultant</b>
Bridge and Structures Design Services	No	Yes
Geotechnical Design Services	No	Yes
Hydraulics Design and Analysis	No	Yes
Traffic Analysis and Design Services	No	Yes
Intelligent Transportation Systems	Yes	No
Field and Office Survey	No	Yes
High Definition Surveys	No	Yes
Design QA/QC services	No	Yes
Project control and reporting services	No	Yes
Community outreach and communications	Yes	Yes
Change order tracking for design	Yes	No
Utility relocation coordination	No	Yes
Right of Way acquisition / relocation	Yes	No



Constructability review services	Yes	Yes
Right of way plan preparation	No	Yes
<i>Environmental services</i>		
o Environmental document preparation	No	Yes
o Air/Noise/Energy studies	No	Yes
o Wetland, wildlife, fisheries biology	No	Yes
o Environmental permit application	Yes	No

The project is expected to go to construction in February 2010. The design and construction budget is \$18.2 million.

***Design of the I-5/196<sup>th</sup> Street (SR 524) Interchange SB Braided Ramp***

Make improvements to the 196th Street I/C (SR 524) by constructing a southbound braided ramp configuration which will eliminate mainline I-5 weaving between the SB I-5 traffic exiting at 196th Street SW and the SR 525 and I-405 to I-5 southbound on-ramp traffic movement. This braided ramp configuration will improve mainline operations and address a high accident location.

The following table outlines an initial breakdown of the design services the GEC will provide for this project. Additional services may be added at the discretion of the WSDOT.

<b>Function</b>	<b>WSDOT</b>	<b>Consultant</b>
Bridge and Structures Design Services	No	Yes
Geotechnical Design Services	No	Yes
Hydraulics Design and Analysis	No	Yes
Traffic Analysis and Design Services	No	Yes
Intelligent Transportation Systems development	Yes	No
Field and Office Survey	No	Yes
High Definition Surveys	No	Yes
Design QA/QC services	No	Yes
Project control and reporting services	No	Yes
Community outreach and communications	Yes	Yes
Change order tracking for design considerations	Yes	No
Utility relocation coordination	No	Yes
Right of Way acquisition / relocation coordination	Yes	No
Constructability review services	Yes	Yes
Right of way plan preparation	No	Yes
<i>Environmental services</i>		
o Environmental document preparation	No	Yes
o Air/Noise/Energy studies	No	Yes
o Wetland, wildlife, fisheries biology studies	No	Yes
o Environmental permit application preparation	Yes	No

The project is expected to go to construction in February 2010. The design and construction budget is \$44 million.

### **OFFICE SPACE AND CO-LOCATION**

It is expected that the GEC's core management staff will be required to work at the Northwest Region Dayton Office Building at the beginning of the project. The need for long-term co-location will be determined on a case-by-case basis. In addition, consultant "blended" staffing for individual project offices will be required. In the case of the two I-5 Ramp projects, the GEC staff working on those projects would remain in the GEC's office space. The GEC may be required to provide an office and equipment for the WSDOT project manager in their office.

### **CONDITIONS OF THE AGREEMENT**

The State has not prepared a detailed scope of work to be performed under this contract. Individual tasks will be assigned using a negotiated hourly rates matrix. The State reserves the right to negotiate scopes of work for preliminary design work.

### **SELECTION PROCESS**

Pursuant to state and federal regulations, a qualifications-based selection process will be used to evaluate and select the GEC. A submittal review team will review and score the experience and qualifications submitted to establish a ranked list of qualified consultants. Selections may be made from the written material supplied from this package. The state reserves the right to contact any or all of the firms who submit a proposal to ask questions and to seek clarification.

### **SUBMITTAL PACKAGE**

The following information and criteria will be used to evaluate and rank responses:

***For GEC Services: (Maximum 30 pages)***

- 1) Qualifications/expertise of Proposed Project Director (50 points)
- 2) Team's demonstrated ability to supplement agency workforce with professional and technical personnel. (50 points)
- 3) Qualifications/expertise of proposed team (40 points)
- 4) Qualifications/expertise of key managers. (40 points)
- 5) Experience developing RFQ/RFP's for design/build contracts.(20 points)

***For the Design of the I-5/SR 525 Interchange New Ramp: (Maximum 15 pages)***

- 6) Qualifications/expertise of the proposed Design Project Manager(s) (5 points)
- 7) Qualifications/expertise of proposed team (5 points)
- 8) Project deliver approach (5 points)
- 9) References/Past Performance (Prime Consultant Only) (5 points)
- 10) Firm's Project Management Approach (5 points)

***For the Design of the I-5/196<sup>th</sup> St (SR 524) SB Braided Ramp: (Maximum 15 pages)***

- 6) Qualifications/expertise of the proposed Design Project Manager(s) (5 points)
- 7) Qualifications/expertise of proposed team (5 points)
- 8) Project deliver approach (5 points)
- 9) References/Past Performance (Prime Consultant Only) (5 points)
- 10) Firm's Project Management Approach (5 points)

## **SELECTION CRITERIA FOR THE GEC SERVICES:**

### **Scoring Criteria 1: Qualifications/Expertise of the Proposed Project Director**

#### **Points – Minimum 0: Maximum 50**

- A) Demonstrate using relevant project examples how your proposed Project Director will be able to assist the Sno-King management team to deliver their part of the highway construction program;
- B) Describe, using examples, how the proposed Project Director has lead the development and implementation of project delivery strategies, organization and methods to deliver multiple major projects;
- C) Provide the professional licenses/accreditations for the proposed Project Director; including the year that the license/accreditation was received; and
- D) Provide the proposed Project Director's availability to the project
- E) *The state reserves the right to contact any or all of the firms who submit a proposal to ask questions and to seek clarification. Provide a daytime work telephone number for the Project Director and their availability to potentially meet with the evaluation committee on January 17<sup>th</sup>, 18<sup>th</sup> and 19<sup>th</sup>, 2006.*

### **Scoring Criteria 2: Team's Demonstrated Ability to Supplement Agency Workforce with Technical Support Personnel**

#### **Points – Minimum 0: Maximum 50**

- A) Demonstrate using project examples\* how the team has sufficient experienced staff to supplement agency workforce with technical support personnel; and
- B) Include technical, project, policy, and process expertise to create an integrated project team and to successfully function in positions typically filled by WSDOT staff. Expertise includes knowledge and coverage of all disciplines typical to State transportation design projects and construction administration for those projects. Demonstrate the ability to manage, review, and evaluate the work of others as an owner representative, including other consultants and design-build contractors, as well as the ability to create original work products.

### **Scoring Criteria 3: Qualifications/Expertise of Proposed Team**

#### **Points – Minimum 0: Maximum 40**

- A) Provide a listing of all firms on your proposed team;
- B) Describe how the individual firms teaming together have worked together before. Provide the name of the project(s), each firm's role on the project, and the dates the services were performed;
- C) To quickly respond to project needs, schedule requirements, and funding availability, describe the team's ability to readily provide staffing and resources. Include a listing of each team member's offices and the number of employees in the state of Washington (specifically the Puget Sound area) and nationwide;
- D) For each firm on your proposed team, provide the types of expertise necessary for this project that is available at each location, how long has each firm on your team provided these type(s) of expertise, and describe how these resources may quickly be made available. Provide an organization chart of your proposed team and include the respective roles that each firm will provide for the team; and
- E) Demonstrate using relevant project examples how your proposed team can provide the "Key Qualifications" as described in the RFQ to successfully deliver this project.

#### **Scoring Criteria 4: Proposed Key Managers Qualifications**

##### **Points – Minimum 0: Maximum 40**

- A) Demonstrate using project examples how your proposed Key Managers meet the “Key Qualifications” as described in the RFQ to successfully manage their responsible portions of this project;
- B) Provide the relevant professional licenses/accreditations for the proposed Key Managers; include the year that the license/accreditation was received;
- C) Technical, project, policy, and processes expertise relevant to this project to successfully function in positions;
- D) Ability to represent WSDOT; and
- E) Given the current project funding and the anticipated funding, the availability of Key Managers should be flexible to meet the needs of the program and funding environment. It is anticipated that the Key Managers may initially work on the project part-time, becoming full-time as position needs and funding dictate. Describe your Proposed Key Managers’ roles/responsibilities and availability to the project.

#### **Scoring Criteria 5: Team’s Experience Developing RFQ’s for Design/Build Contracting**

##### **Points – Minimum 0: Maximum 20**

- A) Demonstrate using project examples your preliminary design workforce’s experience developing RFQ’s and RFP’s for design/build projects. Please include the work/services provided, dates, the approximate consultant fee, approximate total cost for each project; owner’s contact name and phone number; and the name of the firm’s project manager. This information will be used for reference checks;
- B) Demonstrate your team’s capacity to provide a preliminary design workforce for preliminary design effort (0 to 30%) in preparing design/build RFQ’s;
- C) Demonstrate the ability to manage, review, and evaluate the work of preliminary design on-call consultants as an owner representative in the preparation of design/build RFQ’s.

#### **SELECTION CRITERIA FOR THE DESIGN OF THE TWO PROJECTS:**

##### **Scoring Criteria 6: Qualifications/Expertise of Proposed Design Project Manager(s)**

##### **Min pts 0 : Max pts 5**

- A. Provide up to three (3) examples for the proposed Project Manager that demonstrates his/her prior experience as a Project Manager on WSDOT or similar projects. Include the date(s) of each project; the name of the client/organization for each project; list the project manager’s responsibilities and tasks on each project;
- B. Demonstrate the Project Manager’s familiarity with relevant state and federal regulations and/or procedures;
- C. Provide up to three (3) examples of the proposed Project Manager’s ability to manage all of the following within a project:
  - Project schedule;
  - Scope of work/scope creep;
  - Budget issues; and
  - Changes that arise throughout the life of the project.
- D. Provide listing of professional licenses/accreditations for the proposed Project Manager; include the year that each license/accreditation was received. Please include the licenses that were obtained in the State of Washington only.

### **Scoring Criteria 7: Qualifications/Expertise of Proposed Team**

#### **Min pts 0 : Max pts 5**

- A. Include the following items:
- Provide a listing of all firms on your proposed team;
  - List the type(s) of expertise that each firm on your team can provide;
  - How long has each firm on your team provided these type(s) of expertise; and
  - Provide organization chart of your proposed team and include the respective roles that each firm will provide for the team.
- B. Has the prime consultant worked with proposed sub-consultant(s) on similar projects in the last three (3) years? If yes, provide name of the project, each firm's role on the project and the dates the services were performed. Limit examples to one (1) project for each sub-consultant firm.
- C. Provide table identifying current availability of key staff and resources for each firm on the proposed project team. The availability of staff must be identified as hours available per month for the length of the project, not in percentages of time available.
- D. Provide a list of up to three (3) projects that each firm on your project team has completed within the last three (3) years. The project(s) must demonstrate the required expertise needed for this project. Include the work/services provided on the project(s) and the approximate amount received for each project.

### **Scoring Criteria 8: Project Delivery Approach**

#### **Min pts 0 : Max pts 5**

- A. How does your firm develop a work plan for this project;
- B. Who is involved with the decision making process for the development of the work plan;
- C. Describe each of the elements of the proposed work plan for this project;
- D. Describe how your work plan addresses contingencies that may arise during the project;
- E. Describe your approaches to resolve issue(s) within the project team; client(s) and stakeholders;
- F. Provide assumptions for work breakdown structure, e.g. WSDOT vs. consultant deliverables; and
- G. Identify any key issues and critical milestones for the project.

### **Scoring Criteria 9: References/Past Performances (Prime Consultant Only)**

#### **Min pts 0 : Max pts 5**

Provide a minimum of three (3) with a maximum of five (5) performance evaluations for either WSDOT projects, Non-WSDOT projects, or a combination of both that are either currently active projects or that has a project completion date within the last three (3) years. If your firm currently has performance evaluations on file with WSDOT, and you wish to utilize those evaluations, please state in your submittal that you wish to use the performance evaluations that WSDOT has on file for your firm and either refer to each WSDOT Y-agreement number or list each Performance Evaluation by Client.

#### ***Performance Evaluations on WSDOT projects:***

If you wish to have a Performance Evaluation completed on a WSDOT project, please contact the WSDOT project manager and have them complete WSDOT's internal Filemaker Pro form 272-019 "Performance Evaluations – Consultant Services." The completed form must be received no later than the submittal due date. Please request these forms from the regional consultant liaison office at least two weeks in advance of the submittal due date.

***Performance Evaluations for Non-WSDOT projects:***

If your firm does not have performance evaluations on file with WSDOT, it is necessary to have an evaluation of past performance completed by a client. A copy of the performance evaluation form completed by clients must be returned to the Consultant Services Office by fax from the client, no later than the submittal due date. You are required to use the WSDOT provided form and have it completed by your client. We will not accept your client version of a performance evaluation form. The WSDOT version of the evaluation form may be obtained by clicking on the link "Performance Evaluation Completed by Reference" which can be found on the main web page for this advertisement.

**Scoring Criteria 10: Firm's Project Management Approach (Prime Consultant Only)****Min pts 0 : Max pts 5**

- A. Describe your firm's Quality Assurance/Quality Control processes;
- B. Describe your firm's tracking system(s) to monitor the project's budget and/or scope;
- C. List your firm's scheduling program/process. Identify the type of software or process and list up to three (3) projects where the proposed Project Manager(s) have utilized this software/process;
- D. Describe your firm's process for interacting with your internal project team; and
- E. Describe your firm's ability to provide interaction with your client and/or stakeholders.

**CONSULTANT SELECTION TIMELINE**

- Announcement Date – November 29<sup>th</sup>, 2005
- RFQ information posted on Consultant Services Website – December 12<sup>th</sup>, 2005
- Pre-Submittal Meeting (attendance optional) – December 15<sup>th</sup>, 2005
- Consultant contact period with project staff for GEC – December 16<sup>th</sup>, 2005 through January 6<sup>th</sup>, 2006
- Submittal Package Deadline – January 12<sup>th</sup>, 2006 (4:00 PM)
- Consultants are contacted by WSDOT staff for submittal clarification question(s) – January 13<sup>th</sup>-January 18<sup>th</sup>, 2006
- If interviews are conducted, January 17<sup>th</sup> - January 18<sup>th</sup>, 2006
- Review Submittals by Project Teams and selections made – January 19<sup>th</sup>, 2006
- Notify Consultants – Week of January 22<sup>nd</sup>, 2006

**SUBMITTAL REQUIREMENTS**

Consultants that submit Statements of Qualifications (SOQ) in response to this announcement must have the capability of providing the products and services listed in the advertisement. Sub-consultants may be used. WSDOT assumes no obligation of any kind for expenses incurred by any respondent to this solicitation. All submittals become the property of WSDOT and will not be returned. The submittal shall meet the following requirements, or it will be deemed non-responsive and will not be eligible for consideration of this project:

- Each criterion for selection must be addressed.
- Your submittal must be accompanied by the required Prime Submittal Information Packet Form and the Sub Submittal Information Packet Form. These forms must be completed in their entirety for the Prime and all sub-consultants or your submittal will be deemed non-responsive and will not be considered for this project. If you do not

have access to the Internet, you may obtain a form by calling 360-705-7104. Information supplied by this packet will not count toward the total number of pages required for the submittal.

- There is a minimum twelve (12)-point font requirement for the basic text of the entire submittal. Any charts, graphs, table of organizations, etc., must be of readable size.
- The maximum number of sheets allowed per submittal will be thirty (30) sheets responding to the criteria for GEC Services and fifteen (15) sheets for each of the two design projects, for a total of sixty (60) sheets. Submittals shall be printed single sided, single column on 8.5" x 11" paper. We will allow one (1) page of the 30 sheets to be submitted on paper other than 8.5" x 11" size. The page count limitation applies to ALL sheets contained in the submittal. The only exceptions to the page count are the front and back cover, and the Submittal Information Packet form.
- Federal Forms SF 254 and SF 255 are not required for this solicitation. If these forms are included in the submittal, they will count towards the maximum limitation of thirty (30) pages.
- Four (4) originals/copies of the submittals are due no later than 4:00 PM, January 12<sup>th</sup>, 2006, to the Director of Consultant Services, Washington State Department of Transportation, Consultant Services Office, 7345 Linderson Way SW, Tumwater, WA 98501-6504.
- Late submittals, or those delivered by facsimile, electronic mail, or any other format other than bound paper copies, will be deemed non-responsive and will not be considered for the project.
- Submittals that do not follow the directions will be deemed non-responsive and will not be considered for the project.

In the event, CAD graphical or design engineering electronic data is to be submitted, during agreement negotiations the State and the Consultant shall agree upon the software release to be used for the project.

The Professional capabilities of Consultants must include Professional Registration in the State of Washington and a demonstrable expertise in one or more of the disciplines necessary to accomplish the services. In addition, the Consultant must be registered as a company licensed to perform "engineering services" in the State of Washington.

The department encourages disadvantaged, minority, and women-owned consultant firms to respond.

Questions regarding the project should be directed to Mr. Richard M. Mitchell, 206-440-4674, or E-mail: [MitchRM@WSDOT.wa.gov](mailto:MitchRM@WSDOT.wa.gov)

Questions regarding the solicitation and selection process should be directed to the HQ Consultant Services Office, at 360-705-7147.

Persons with disabilities may request this information be prepared and supplied in alternate formats by calling collect 206-389-2839. Persons with hearing impairments may call 1-800-833-6388 (Washington State Telecommunications Relay Service) and ask for 206-515-3683.